

University of Colorado Boulder

**Request for Qualifications
INFORMATION PACKET**

Recreation Facilities Improvements

The University of Colorado Boulder proposes to plan, design, and construct renovations and additions to the Student Recreation Center. This packet provides information and procedures regarding:

- I. PURPOSE / BACKGROUND
- II. SCOPE OF SERVICES
- III. SCHEDULE
- IV. SELECTION CRITERIA
- V. RESPONSE FORMAT
- VI. OTHER INFORMATION

This RFQ is for the purpose of selecting an architect to design, prepare construction documents, assist with bidding and negotiations, administer the construction contract, and provide a warranty walk-through at the conclusion of the project. **All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.**

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Date of Issue: Friday, July 8, 2011

Pre-Submittal Meeting: Wednesday, July 20, 9:30 a.m. to 10:30 a.m.
Student Recreation Center, Conference Room 4
CU-Boulder, Main Campus
A tour of the facility will be offered following the meeting.

Due Date: Tuesday, August 16, 2011, 4:00 p.m.

Submittals to: Paul M. Leef, AIA
Department of Facilities Management
University of Colorado Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk
453 UCB
Boulder, CO 80309-0453

I. PURPOSE / BACKGROUND

A. Program Description

The University of Colorado Boulder seeks an architectural design team to design a renovation and expansion of the Student Recreation Center facilities. It is necessary that this existing facility maintain a level of operation to serve students throughout the construction process and obtain substantial completion of the new facilities by August 2013.

The [Division of Student Affairs](#) and [University of Colorado Student Government \(CUSG\)](#) at CU Boulder are embarking on a cooperative effort for the construction of an addition and renovation to the existing [Student Recreation Center](#) facility. The objectives of the project are to improve and expand outdated, overcrowded facilities, maximize student satisfaction, increase overall student well-being and retention, as well as begin to close the significant gap in the volume of recreation/fitness space per student as compared to both student demand and national standards. Other objectives are to address critical space deficiencies in drop-in facilities, to add space available for programming with high participation rates, and to address the deferred maintenance backlog. Finally, space for intramural sports, fitness and wellness program will be expanded.

Activity counts reported here in annual terms are indicators of the demand for improvements discussed in the program plan, including an 88 percent student participation rate, 119 hours per week operations, one million visits, 18,600 registrations in intramural sports, the existence of 61 teams within 34 collegiate sport clubs, fitness and wellness registrations of over 7,748 and finally, 350 student (70-80 F.T.E.) employees, within a student-fee-funded department that operates on a seven million dollar budget, with 36 staff FTE to support all programs, facilities, and services.

The project consists of the renovation of all public areas of the existing facility, including significant upgrades or replacement of building systems to address deferred maintenance needs. Expansion of the building is to provide space for expanded strength and conditioning areas and development of a new indoor turf multi-activity gymnasium. Site work includes development of an outdoor social aquatics area, entry courtyard(s), service yard, and reconfiguration of adjacent green space and parking areas.

B. Program and Facilities Needs

The project will renovate existing problematic and outdated building systems and program spaces to create more efficient and sustainable recreation operations. It will increase operations efficiency, occupant comfort, and will provide a broader range and higher quality of choices to the consumer. The renovation of the Student Recreation Center will result in a dynamic and flexible operation, focused on healthy lifestyle opportunities, flexible hours, and efficient service models that will respond to the current and future expectations of college students and the community.

The site area will be developed in accordance with campus area planning that includes expanding Sewall Field to replace open space lost by building expansion on the Recreation lawn; developing a plaza open space between the Clare Small Building and the Rec. Center; enhancing the Carlson Green west of the Carlson Gym and improving pedestrian access and service to buildings in the area. This work must also be coordinated with other projects and campus events planned in the area, including but not limited to the trail connections to the area north of Boulder Creek and stadium events.

C. Space Needs Analysis

Space needs are outlined in the Program Plan.

D. Projected Scope, Size, Cost, and Schedule

The Student Recreation Center includes activity spaces, offices, meeting rooms, and support spaces for recreation services that include approximately seven service areas focused on student needs. Space needs studies indicate a demand for indoor recreation space far exceeds the project program. Project design will need to maximize operational efficiencies and flexibility of the spaces provided within the limited project budget. Recreation spaces are a unique asset to the campus and broader community. Access to aquatics, ice rink, gym spaces and meeting areas need to be considered as both a community amenity and potential revenue source for the program.

Programs that will be based in the Student Recreation Center include:

- Informal Recreation
- Fitness & Wellness program
- Intramural Sports
- Collegiate Sport Clubs
- Outdoor Program
- Emergency Care Room
- Recreation Services Administration

In an effort to minimize the impact of the project on student recreation programs, the project team will be required to assist with planning for relocation of programs during the construction period including potential temporary occupancy of other campus buildings.

The total renovation and expansion project is anticipated to be 304,441 GSF and has a total project budget of \$63,500,000. Construction on site work and the 69,199 GSF building expansion is anticipated to begin in May 2012. Completion of the project, including renovation of the existing 235,242 GSF facility is planned for August, 2013.

Meeting the schedule for this project is critical to the success of the project as well as meeting expectations of the students that support fees for funding.

E. Relationship to Institutional and Facilities Master Plans

The Program Plan identifies this projects consistency with University long range plans and supports the [Flagship 2030 Vision](#) and the [Campus Master Plan](#). Key site considerations and relationships to other facilities and future projects will play an important role in the design and success of this project.

F. Sustainable Design

Sustainable design is the systematic consideration, during design, of a project's life-cycle impact on environmental and energy resources. Perhaps the best way to understand the principles of sustainable design is not by defining the process, but rather by looking at the results of the process. The ideal characteristics of development based on the principles of sustainable design are development minimizes the impact on the environment both during the initial construction and over the long life span of the facility. The campus is a long term owner and operator of the facility, which looks to control initial development cost in balance with control of long term operations and maintenance cost.

CU Boulder is committed to being a responsible steward of our natural resources and believes that public institutions should provide leadership in developing an ethic of sustainability in all of its practices. By engaging in sustainable design, CU Boulder hopes to build higher performance recreation facilities that:

- harmonizes with the campus context
- consume less energy
- provide higher quality lighting
- conserves materials and natural resources
- enhance indoor environmental quality
- safeguard water, and
- teaches and promotes principles of sustainable design

Your understanding of the principles and practices of sustainable design will be an important factor in the final selection of a design team.

G. Sustainable Design Concepts

Sustainable design is not usually achieved by implementing one catch all strategy. Instead, it is the understanding of how all of the parts of a building's design and use affect the building's performance. Building orientation, mass, site planning, envelope design, HVAC systems, electrical and day lighting, impacts each other and must be coordinated with Owner's needs and goals, building user behavior, and operations and maintenance personnel practices.

Your understanding of the comprehensive nature of sustainable and high performance building principles will be an important factor in the final selection of a design firm.

Familiarity and experience with the following high performance design features and strategies is desired:

- Net-Zero carbon footprint
- Geo-exchange
- Displacement Ventilation
- High performance building envelopes
- Day-lighting
- Building renovation and adaptive re-use
- Storm water quality innovation

H. Integrated Design

The University of Colorado Boulder believes an integrated design approach can greatly increase the chance of success in meeting project goals. Traditional design approaches to the construction of facilities often are linear processes. Linear processes generate as the architect progresses from conceptual/schematic design to construction documents and contract administration while pulling in technical consultants along the way. Integrated design employs a multi-disciplinary approach where all project stakeholders are involved in the design process from start to finish on a collaborative basis. The process recognizes that a non-inclusive and compartmentalized design decisions made unilaterally may have adverse impacts on achieving project design goals.

The Construction Management/General Contractor (CM/GC) method of project delivery has been selected in an attempt to contract with knowledgeable and creative teams who can help CU Boulder maximize the Owner Project Requirements within the stated fixed limit of construction cost. The Architect will be responsible for working with the selected CM/GC to maximize project goals including operational access to the recreation facilities, adjacent buildings, services, parking areas and roadways at all times during construction.

II. SCOPE OF SERVICES

A. General

The University desires complete architectural design and engineering services necessary for the construction of renovations and additions to student recreation facilities. To that end, the consultants may be required to provide services beyond those listed in the description below.

B. University Services

The University will provide surveys, maps, and all base data available on the proposed site, including existing building plans, utilities, and related work completed to date.

The program plan for this project, entitled *Recreation Center Facilities Improvements, University of Colorado Boulder*, March 1, 2011, that can be viewed on-line at: <http://fm.Colorado.EDU/planning/projects/>.

The latest University standards for construction and materials can be viewed on-line at: <http://www.colorado.edu/facilitiesmanagement/pdc/construction/standards/index.html>

Existing building plans for the existing facility and other adjacent structures that may be impacted by this project may be obtained from the CU-Boulder, Department of Facilities Management CAD Office.

C. Consultant Services

The list of services that are designated by the University include but are not limited to:

- Participate with the University's public review process as appropriate, including, but not limited to, meetings with students, staff, faculty, the University's [Design Review Board](#), the [Boulder Campus Planning Commission](#), and others as necessary. Full reviews through these committees are expected.
- Participate with the University in the selection of any landscape/site design consultants, sports equipment consultants, aquatic facility consultants, mechanical, electrical, and technology consultants.
- Participate in the selection of a Construction Manager/General Contractor (CMGC) with the university prior to final selection by the university administration.
- Confirm and enhance programmatic data collected to date with input from proposed users, Facilities Management, and others as appropriate.
- Lead design team meetings, documenting results and decisions made and distributing them to design team members, including the CU-Boulder Campus Architect.
- Provide conceptual, schematic, design development, and construction documents necessary to secure approvals of the University. Each submission shall include appropriate architectural, sports and aquatic specialties, FF&E, mechanical, electrical, technology, and life-safety information. All drawings shall be submitted in AutoCAD (Autodesk Inc.) .DWG format at the current highest release level or level that is 100% compatible to the current highest release level.
- Provide sustainability planning to meet the minimum requirements of the High-Performance Buildings Act. It is anticipated that this building will achieve a USGBC LEED® Platinum rating.
- Provide *Building Information Modeling* of all major building systems suitable for coordination with work developed by the CMGC.

- Provide supporting documentation necessary at each phase for proper review by the Department of Facilities Management and client including but not limited to opinion of probable cost, specifications with appropriate detail, code analysis, narrative description of project, and other materials appropriate to each phase of design.
- Participate in the University's technical review process and respond to all comments made during the review.
- Provide energy and life cycle cost analysis as required by State statute (C.R.S. 24-30-1304 and C.R.S. 24-30-1305).
- Work diligently and in good faith to meet the schedule. The university's aggressive schedule will likely require that the design team provide multiple bid packages including an early site and foundation package with the GMP.
- Provide bidding documents in sufficient quantity to facilitate competitive prices for this project. Respond to questions made by bidders and documenting those answers in the form of addenda.
- Provide construction administration services including field observation, shop drawing and submittal review, participation in weekly construction meetings, responding to Requests for Information, issuing Proposal Requests, review of progress payments made by the contractor, review and comment on contract change orders, and other services required for successful construction of the project.
- Assist the University in selection of furnishings and moveable equipment. Provide documentation of systems furnishing for installation by contractor if necessary.
- Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials.
- Assist with commissioning services for mechanical, electrical, and technology systems.
- Provide warranty reviews at six and eleven months after acceptance of the project by the University.

III. SCHEDULE

The new streamlined capital construction process dictates the following schedule. The selected consultant must demonstrate that they have sufficient resources to meet this tentative schedule.

- Issue RFQ for Architectural Services July 8, 2011

- Pre-Submittal Meeting (9:30-10:30 am) July 20, 2011
- Deadline for Submittals (4:00 pm) August 16, 2011
- Committee Screening of Submittals August 18, 2011
- Consultant Interviews August 26, 2011
- Conclude Contract Negotiations September, 2011
- Initiate Design October 2011
- Conceptual Design Review by DRB December 9, 2011¹
- Schematic Design Review by DRB February 10, 2012
- Design Development Review by DRB June 8, 2012
- GMP Received and First Bid Package July 2012
- Construction Start August 2012
- Project Completion Fall 2013

IV. SELECTION CRITERIA

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Board of Regents. These criteria include:

A. Project Team

- Location within Colorado of the team's principal office, and availability and appropriateness of and need for special consultants.
- Specific leadership staff from each member firm that will be assigned to the project including their roles and responsibilities.
- Evidence of experience and qualifications of staff that will be assigned to this project listing prior experience on projects of a similar type, size and complexity.

B. Firm Capabilities

- Size and location of each firm that is a team member.
- Information technology techniques used to manage projects including but not limited to BIM software.
- Familiarity with institutional projects and availability of adequate resources (staff and facilities) to appropriately handle a project of this size and complexity (e.g. work load projections for firm and staff).

¹ The Design Review Board will meet the second Friday of every other month during 2011. If the schedule can be accelerated, consultant will be expected to provide review documents at a quicker pace.

C. Prior Experience with projects of a similar scope and budget

- Demonstrated firm design expertise, qualifications, and experience with similar projects. In particular, the submittal shall describe collegiate recreational facility design of the proposed team.
- Evidence of experience and qualifications for providing architectural design services to a public entity.
- Experience with designing to a program and budget.
- Experience working with student groups to understand user requirements while controlling expectations to meet project constraints.

D. Project approach to planning, scheduling, and managing this project or one of similar scope and budget

- Commitment to projects of this size, scope and magnitude.
- Ability to collect, organize, synthesize, and communicate complex information from several university administrative and student groups in a timely manner.
- Description of the firms cost estimating procedures and methodologies.

E. Sustainability, Design and Understanding of the project and University goals

- Demonstrated interest and understanding of this particular project (a collegiate recreation, sports and student life facility), by this organization (a major university), in this particular place (Boulder, Colorado).
- Sensitivity to the goals and objectives of the mission of Recreation Services, CUSG, Rec. Board and the requirements as reflected in the Program Plan.
- Approach to meeting the sustainability goals outlined in this Information Packet and in the program plan.

D. Demonstrated understanding of the financial responsibilities in achieving this project

- Ability to scale work performed to fall within the client's limited budget.
- Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet.

- Acknowledgement that the fee for this project is anticipated to be approximately \$5.4 million and that it includes all services discussed in this solicitation.
- Anticipated percentages of the effort and the fee devoted to the design effort for the major components of this project.

E. Commitment to the University of Colorado at Boulder Design Guidelines

- Recognition of the importance of the role of the campus architecture in defining CU-Boulder as a unique place.
- Certification of having read the Boulder Campus Design Guidelines available at <http://www.colorado.edu/facilitiesmanagement/pdc/architect/documents/CU-DesignGuidelinesFINAL3-14.pdf>
This should include a discussion of the design architect's vision or process for accomplishing this project within the Design Guidelines.
- Understanding of the University of Colorado's design process, and responses consistent with the Boulder campus requirements.

To maximize the University's understanding of the consultant's credentials and qualifications, the University reserves the right to request of any consultant further clarification of its position or to supply additional information deemed necessary to further assess the consultant's qualifications, or to reject any or all responses received.

A screening committee, chaired by the Campus Architect or designee and composed of representatives from Recreation Services, Student Government, Design Review Board and Facilities Management staff, will review the submittals, conduct oral interviews, and provide a ranked recommendation of three applicants to the University Administration for approval.

V. RESPONSE FORMAT / SUBMITTAL OF QUALIFICATIONS

- Respondents will provide two (2) copies of their response packets plus one copy in electronic (.PDF) format. Material should be bound-in and consist only of material in direct response to the selection criteria. Each packet must be in the following format or the University may deem the submittal to be non-responsive.
 - (1) **Cover Letter** – one page, bound-in, summarizing the overall qualifications of the team – **in particular the member responsible for leading the design team** – and including address, phone, e-mail, and fax numbers for **one** primary contact person.
 - (2) **Table of Contents** – identifying page numbers for criteria requested below.
 - (3) **Project Team** – Summary of proposed team members including their roles and responsibilities on projects listed in the Summary of Experience.

- (4) **Firm Capabilities** – Summarize each firm's capability and projected workload.
 - (5) **Summary of Experience** – similar projects or experiences with the scope of services requested. Provide dates of service and name of principal project person involved.
 - (6) **Project Approach** – consultants' methods of achieving the University's goals and objectives including, but not limited to, processes, and integrated design participation.
 - (7) **Understanding of the University's Goals** – consultants' understanding of the sustainability and design goals and objectives of this project and the consultant's role in fulfilling each.
 - (8) **Financial Constraints:** Consultants' understanding of the financial and schedule constraints of the project.
 - (9) **Commitment to Campus Design Guidelines:** Consultants' commitment to maintaining the architectural heritage of the Boulder Campus.
 - (10) **Appendices** – other materials the consultant wishes to submit **not to exceed 10 pages**.
- Submittals will be received by the University at the following address no later than 4:00 p.m. on Tuesday, August 16, 2011. **The University will not accept submittals received after this noted time and date.**

Paul M. Leef, AIA, *Campus Architect*
University of Colorado at Boulder
RL-2, 1540 30th Street, 3rd Floor Reception Desk (FEDEX, UPS or hand)
453 UCB (US postal Service – allow an extra day for delivery)
Boulder, CO 80309-0453

NOTE: Submittals through U.S. Postal Mail should use the campus box number, 453 UCB, rather than the street address. Allow an extra day for delivery for U.S. Postal Mail.

- All materials submitted in response to this RFQ become the property of the University. The University will return materials from unsuccessful submittals upon request received within 10 working days of the close of submittals.
- The University is not responsible for any submittal preparation expenses, submission costs, or any expenses incurred in negotiations or site visits.

VI. OTHER INFORMATION

A. Questions and Inquiries

- After receipt of this Information Packet, and prior to the Pre-Submittal Meeting, applicants may submit questions to Thomas E. Goodhew, Facilities Planner, by fax to (303)-492-4082 or by e-mail to Thomas.Goodhew@colorado.edu. Questions will be compiled, and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting and on the project web page (see D. below).

B. Pre-Submittal Meeting / Site Visit

- A Non-Mandatory Pre-submittal Meeting will be held on the date noted under A. Schedule. The mandatory Pre-Submittal Meeting will be held on **Wednesday, July 20, 2011, at 9:30 AM MDT** in Conference Room 4 of the Student Recreation Center on the CU Boulder campus. A tour of the building will be offered following the meeting. A map of the area can be viewed at: <http://www.colorado.edu/campusmap/map.html?bldg=REC>

Parking is available in Lots 391, 394 along Stadium Drive and Lot 381 off University Avenue.

While attendance at the Pre-Submittal Meeting is not mandatory, information presented may be very informative; therefore, all interested applicants are encouraged to attend or send their representative in order to be better able to prepare viable submittals.

C. Sub Consultant Selection

- CU-Boulder has had a tradition of participating with the architect in selection of design and engineering consultants for the disciplines of landscape, mechanical, electrical, telecommunications and other key sub consultants integral to projects on campus. With this tradition in mind, CU Boulder is not asking for a detailed list of the Design team's sub consultants during the submittal. Teams that are short-listed to interview will be asked for more details on suggested sub consultants and the top ranked team will collaborate with CU-Boulder in a selection process for these second tier consultants.

D. Addenda

- The University reserves the right to issue addenda to the RFQ at any time as a result of questions, change in schedule, or other matters. Such information will be posted on the Consultant Selection Information web page listed in Section VI-D below and on the State of Colorado Bids page. The University also reserves the right to cancel or reissue the RFQ.

E. Project Web Page

- CU-Boulder maintains a project information web page to assist in communicating with potential consultants. Information on questions received, addenda, meeting notices, background information and links to other important information is available on this site. Consultants interested in this project should **frequently** visit <http://fm.colorado.edu/planning/consultantselection/> for up-to-date information about this project.

The university reserves the right to clarify, modify, waive or withdraw any or all of the requirements or information contained in this solicitation. Notice of any such change will be posted on the project web site listed above.

E. Selection of Firms for Interviews – “Short-listing”

- Upon receipt of submittals by those interested firms the Screening Committee will review and determine those firms best qualified to be interviewed. This determination will be based on the seven criteria as set forth by the Regents, discussed previously in section entitled SELECTION CRITERIA. Those firms deemed best qualified for interviews will be notified by telephone and U.S. mail immediately after screening is completed.

F. Interviews

- An oral presentation will be required after the University screens written submittals and selects those firms best qualified to be interviewed for this project.
- The scheduled date for oral interviews by the screening committee will be Friday, August 26, 2011; each short-listed firm shall have 45 minutes for presentation and 30 minutes for questions and answers from the selection committee.
- Each firm should be prepared to discuss and substantiate any of the areas of the RFQ it has submitted, its own qualifications for the services required, and any other area of interest relative to this RFQ. Interviewees should focus their presentations on relevance of their qualifications to this specific project, rather than repeating information contained within the submittal.

The University of Colorado at Boulder strongly supports the principle of diversity in all its forms. We are interested in receiving applications from women, ethnic minorities, persons with disabilities, and veterans.